

Sept. 4, 2020

Dear AP Students and Families,

Taking the Advanced Placement exams is an important part of all AP courses. Joseph A. Craig High School desires that all students take AP exams for the AP classes that they have taken. Scoring well on an AP exam can often earn students college credit for their high school class, saving a significant amount on tuition.

For the 2021 AP exams, students at Joseph A. Craig High School will be registering online. This registration will take a few minutes and can be completed from any computer with internet access. **Registration is a two step process.**

This year each AP exam costs \$95. Craig High School desires that every student be able to take their AP exams. Students requiring financial assistance should contact Shelly Osmond at sosmond@janesville.k12.wi.us

Step One:

Online AP exam registration will begin Sept. 21, 2020 at 8:00 a.m. and end on Sunday, March 7th, 2021. To register, students should click on the link provided on the school website or visit www.TotalRegistration.net/AP/500955 Students must answer all required questions. Registration is not complete until students have printed the pdf of the confirmation page that is provided at the end. We know that parents may desire to register their students for exams, but we strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered.

Joseph A. Craig High School is excited to offer families the convenience of paying exam fees online at the time of registration. Please be sure to have a credit

or debit card available before beginning your registration. **Step two of the registration process is listed below.**

Beginning the week of September 21st, 2020, students will visit apstudent.collegeboard.org to learn more about AP courses and exams. AP teachers will give students a join code for each of their AP classes. Students will use their college board username and password to join and enroll in their class section. If a student is new to an AP course, a username and password will have to be created. Students will access their MyAP site often during the year. When a student receives a join code, they will mark whether or not they plan on taking the AP exam on this site as well. This step is mandatory for all AP students.

Here are the important dates for the registration process:

- Monday, Sept. 21st, 2020, at 8:00 a.m. Registration Begins
- Thursday, Nov. 12th, 2020, at 11:59 p.m. Registration and payments after this date will incur a \$40.00 late fee per exam
- Thursday, Nov. 12th, 2020, Last day to cancel an exam and receive a full refund
- Friday, Mar. 5th, 2021, Last day to cancel an exam that will include a cancellation fee of \$40.00.
- Sunday, Mar. 7th, 2021, at 11:59 p.m. Registration Ends
- Wednesday, Mar. 10th, 2021, at 11:59 p.m. Registrations that have not been paid for will be cancelled and exams will not be ordered

Please contact Shelly Osmond at sosmond@janesville.k12.wi.us or 608-743-5253 if you would like to register for an exam not listed or have any questions.